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J&W

28 October 1946

MEMORANDUM

TO : Mr. Lawrence R. Houston



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FROM : Assistant Chief, Finance Division

SUBJECT : Property Accountability Records

On 17 October 1946 a meeting was held relative to the maintenance of dollar accountability records on all non-expendable property as required by General Accounting Office Regulation No. 100. There were present at the meeting representatives of the Office of General Counsel, Special Fund and Fiscal Sections and Services Division. A general discussion with respect to related problems was held; however, no definite conclusion was reached at this meeting relative to the exact method by which the maintenance and proper coordination of records should be controlled. [REDACTED] of the Procedures Unit, [REDACTED] of the Accounts Unit, and [REDACTED] of the Property Board were asked to study the situation further with the view in mind of offering a solution for further consideration by the interested officials to the extent that a definite procedure could be evolved.

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There is attached a memorandum submitted by [REDACTED] and Messrs. [REDACTED] in which two plans have been presented. It will be noted that Plan No. 1 would require the maintenance of more detailed records than Plan No. 2 and thus entail the utilization of a larger number of employees. In this connection it is to be noted that no real benefit is derived from maintaining the dollar "Asset" accountability records if they are to be immediately written off as "expended" for operational or other purposes. However, it is necessary that sufficient records be maintained and controlling procedures be developed to the extent that the balance of the equipment and other pertinent accounts as required by General Accounting Office regulations will reflect insofar as possible the actual value of such property on hand which can properly be categorized as nonexpended assets of the Agency.

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It will be appreciated if you will give this problem some study, particularly with respect to the operational and administrative problems involved, and furnish your recommendations and comments so

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that a workable solution can be found which will permit us to conform with the regulations while at the same time holding the amount of actual work to a minimum and eliminating the possibility of creating "bottlenecks" to our operations occasioned by the need for maintaining the applicable control for accountability purposes. In addition to the several questions of expediency which may be involved there is the definite problem of arriving at a solution which will conform with legal and regulatory requirements to the extent that we will be in a position to justify our action should questions be raised by officials of the General Accounting Office or other government establishments.

It is requested that your comments be presented not later than Friday, 1 November 1946, since appropriate action must be initiated immediately to establish the required accountability records both in the Property Section and the Accounts Unit.

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Assistant Chief/  
Finance Division

Attachment

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